ENS Links

1. You can access the ENS system from the OAG website (this link includes Frequently Asked Questions and then a link to the actual site where you will register).

https://www.texasattorneygeneral.gov/fag/welcome-to-the-oag-emergency-notification-system-ens

or

2. You can access it by going directly to the link below (this bypasses the Frequently Asked Questions and gets you straight to the login page)

https://texasattorneygeneral.sendwordnow.com/LoginPage.aspx

Below are a few items to note with this new system

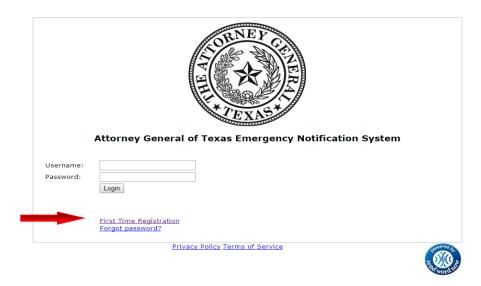
Receiving Calls and Texts: On the page where your contact information sits, you will need to click on the boxes to the right of your phone numbers if you wish to receive a phone call and a text. If those boxes are not checked you will not receive either.

One Time Use of Phone Numbers: You will only be able to use one phone number 1 time. If you only have one number then enter it where appropriate. For example, if you only use a personal cell phone then you will want to enter that in that field as it will allow you to choose to receive a phone call, text or both. Home phones will only receive a phone call but no text.

Choosing Order in which Devices are Called: On the page where your contact information sits, you will need to choose from the drop down menu, which device you want called 1^{st} , 2^{nd} , 3^{rd} , etc., if you don't want all your devices called at once. This can be overridden in an emergency but efforts will be made to use your choices.

1. First Time Registration Only: Click "First Time Registration" if it is your first time logging into this system.

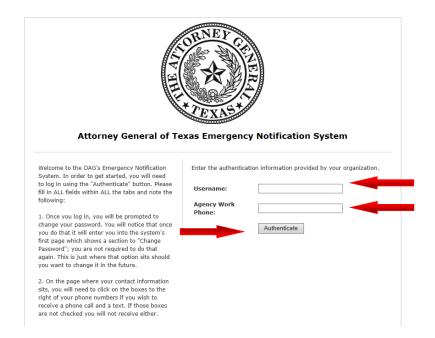
Previously Registered: You only have to go through "First Time Registration" and steps #1-3 when it's your first time ever logging into the system. If you have previously registered, then enter the user id and password you have previously created, click "Login" and go straight to step #4.



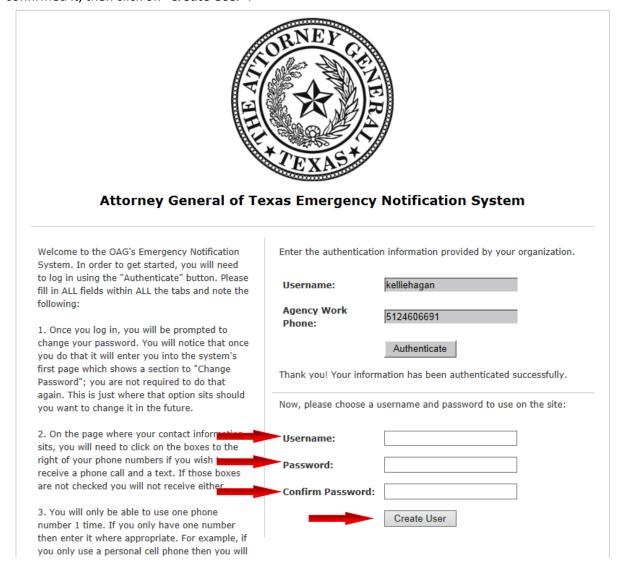
2. First Time Registration Only: Enter your Username, Password and then Authenticate.

Your Username will be the first part of your email address, before the @texasattorneygeneral.gov, without any periods, dashes or spaces and all in lower case. The field will only take 24 characters so if the first part of your email address is longer than that, then stop after you've reached the 24 characters. If it is shorter than 24 characters, then stop once you reach the @ symbol of your email address.

Your password will be your agency work number without any dashes.



3. **First Time Registration Only:** Create your own Username and Password. Once you've done that and confirmed it, then click on "*Create User*".



4. Now, you are on the first page of the system. It has a place for you to "Change Password" but you **DO NOT** have to change your password. This is where you would go to change it in the future should you choose to.

At this point, you can either click on "Next" or choose the tab "Contact Information"

	TEXAST IN TEXAST	
At	torney General of Texas Emergency Notification Sy	stem
		<u>Log Out</u>
laka aka Kalda wikh a sa	A variable (*) and an arrival	
	d sterisk (*) are required. Information Additional Information	
OSEI IIIOIIIIatioii Contac	Information Additional Information	
First Name:*	Kellie	
Last Name:*	Hagan	
Username:*	ABC	
Change Password		
Current Password		
New Password		
Confirm Password	Change Password	
		Next

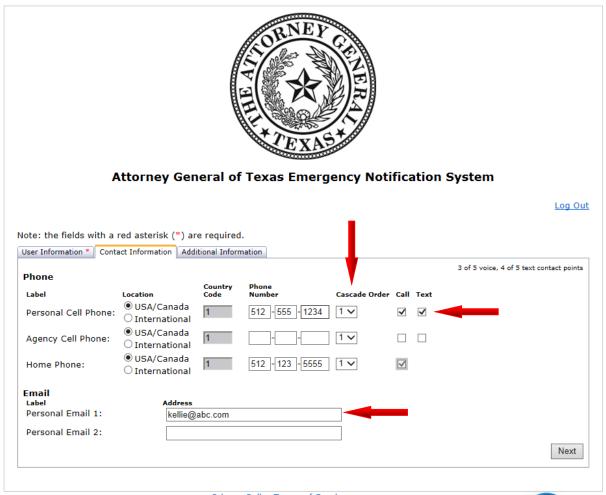
Privacy Policy Terms of Service



5. Fill out all of your contact information. You will also have to click on the boxes to the right of your contact numbers in order to receive a call and/or a text from the notification system.

In addition, you can choose the cascading order which allows you to preset which device you would like called 1^{st} , 2^{nd} 3^{rd} .

At this point, you can either click on "Next" or choose the tab "Additional Information"



Privacy Policy Terms of Service



6. Fill out your address and **ALL** the custom fields. There are drop down menus for you to choose your "**Division** Chief/Deputy".

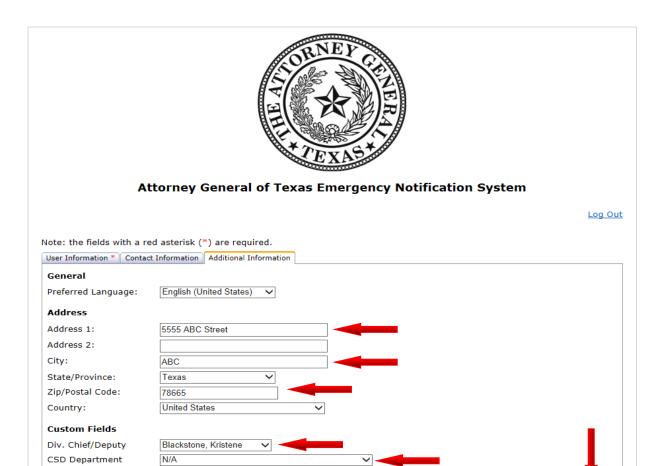
A&L Employees:

• Choose N/A for CSD Department and CSD Field Region.

CSD Employees:

- **State Office Location:** If you are a CSD employee and in State Office, you will choose an option from the "CSD Department" drop down menu **if** you are within Contract Operations, Information Technology, Administrative Operations or TXCSES 2.0 Initiative.
- **CSD Field Office Location:** If you are a CSD employee and in a Field office, you will choose **N/A** for "CSD Department" but **WILL** choose an option from the "**CSD Field Region"** drop down menu.
- All other CSD locations: Choose the N/A option from both the "CSD Department" and "CSD Field Region" options.

Once you are done, click "Submit"



Privacy Policy Terms of Service

CSD Field Region

Location

203

Source of

Submit